



Talbot County Parks and Recreation
Rental Agreement Form
410-770-8050
Monday-Friday
8:00 AM-4:30 PM
www.talbotparksandrec.org

COMMUNITY CENTER				POOLS	
	Skipjack Room		*Baseball Field		BHCP Rental
	Tuckahoe Room		*Soccer Field		GMCP Rental
	Pro Shop		*Field Hockey Field		
	Wye Oak Room		*Lacrosse Field		
	Chesapeake Room		*Indoor Floor Space		
	Curling Rink		*Basketball Court	PARKS & LANDINGS	
	Main Arena				*Pavilion
	Ice Skating Birthday				*Public Landing
	Roller Skating Birthday				

***Please specify the location of the rental.**

Date/Dates Requested _____ **Hours:** _____ **AM/PM to** _____ **AM/PM**

Type of Event _____ **Expected Attendance** _____

***Location** _____

Name Making Reservation: Persons in charge MUST BE in attendance.

Name _____

E-Mail Address _____

Address _____

Street

City

State

Zip

Phone: Home _____ **Work** _____ **Cell** _____

Setup Instructions: _____

For Office Use:

Paid: Check Cash Charge **Amount:** _____ **Date** _____ **Staff Initials** _____

DAMAGE WAIVER

I, the undersigned, assume the responsibility for damage that may be caused by this group and agree to reimburse Talbot County for same within 10 days of being billed for it by the County. I agree to assume liability for damage as ascertained by the Parks Director. Failure to reimburse Talbot County for damage shall result in charges being filed by the County Attorney as well as possible civil action in state court. I have read the rules and understand and accept them. I assume responsibility for the conduct of this group.

Signature

Please Note:

During hours in which the county offices are open, persons in charge of activity are accountable to the Talbot County Recreation Dept. At any time an activity becomes an interference with county business or when conduct is not in accordance to accepted standards, such activity will be halted and all persons will be removed.

GENERAL LIABILITY RELEASE

I, _____, the undersigned, in consideration of receiving permission from Talbot County, to engage in athletic events, participation in community service, or to engage in the utilization of any of the services and facilities of Talbot County, the receipt of such permission being hereby acknowledged and in further consideration of receiving permission to participate, the undersigned does hereby release Talbot County, its agents, officers, servants, and employees, of and from any and all liability, claims, demands, actions, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that may be sustained by the undersigned, while in, on, or upon the premises or engaged in such activities, owned by, sanctioned by, or under the supervision of Talbot County. The undersigned being duly aware of the risks and hazards inherent upon engaging in such activities or participating in such activities hereby elects voluntarily to enter upon the premises, and to engage in or participate in such activities knowing that said activities or participation may be hazardous. The undersigned hereby voluntarily assumes all risks of loss, damage, or injury, which may be sustained as the result of such participation and activities. Therefore, in consideration of the premises extended to me by Talbot County, through its officers and agents for such participation, I do hereby for myself, my heirs, personal representatives, remise, release, and forever discharge Talbot County and all of its officers, agents, and employees, acting officially or otherwise, from any and all claims, demands, actions, or causes of action, on account of any injury to me which may occur from such activities or participation.

The above statement is a release and I have read and understood before signing.

Signature_____

Date_____



POLICIES & PROCEDURES

1. Built in grills are available at pavilion areas. Portable grills may be brought in. No ground level fires permitted and all grill coals must be disposed of properly. Do not dump grill coals on the ground.
2. Gambling is prohibited.
3. Political activity other than County may be permitted only if approved.
4. The furniture, chairs, and tables assigned to the facility may not be removed from the facility.
5. All groups are required to sign a liability waiver. Organized groups and national associations are required to show proof of insurance before rental (certificate of general liability insurance listing the county as additional insured).
6. Rates for groups, which meet at the Talbot County Community Center, are subject to review on a yearly basis.
7. All groups which meet at the facility are subject to review and may be asked to vacate the building due to disruptive behavior
8. Payment is due at the time the reservation is made.
9. Group rates for ice and roller skating apply to groups of 15 or more on pre-arranged dates established in this agreement; otherwise, general admission will be charged.

REFUND POLICY

To request a refund, no less than 48 hours in advance of your scheduled reservation, call or stop by Talbot County Community Center during business hours of 8:00 AM to 4:30 PM Monday through Friday.

2014 Community Pool Price List

Admission:

Youth (Ages 3-17)	\$4.00
Adult (Ages 18-65)	\$5.00
Senior/Military	\$4.00
Children 2 & Under	FREE
Group Rate (20+ Patrons)	\$3.00

Memberships:

Individual Pass	\$75.00
Senior Pass	\$65.00
Family Pass (Family of 4)	\$200.00
Additional Family Member	\$25.00

Birthday Party Packages:

Splash Package (1-49 Guests)	\$200.00	6-8 PM
Flip Flop Package (50 – Above)	\$250.00	6-8 PM
Splash Package Additional Hour	\$100.00	
Flip Flop Package Additional Hour	\$125.00	
Pavilion Rental (3 Hours)	\$20.00	

*Party packages include non-swimmers in the total count. Full payment is due at the time of reservation. Reservation must be made one week in advance.

Payment must be made during normal business hours at the TCPR Main Office Monday-Friday 8 AM-4:30 PM. *Payment for parties, rentals, swimming lessons, and memberships will not be accepted at the pool.*

BHCP Birthday Party Packages Offered- Friday, Saturday, & Sunday

GMCP Birthday Party Packages Offered- Saturday & Sunday

Community Center Rules and Regulations

All **FEES** must be paid in full at the time of completion and submission of this agreement.
(Initials ____)

You are Responsible for your guests at all times. Any misconduct and failure to follow the rules you will be ask to terminate your party/event and vacate the premise. **NO** refund will be given for the lost time. (Initials ____).

The use of alcoholic beverages will be restricted to the room you are using and alcohol cannot be sold. (Initials ____).

All Parties/Events end at **11:00 PM** to include clean-up and vacate the building. Remember to factor in set-up and clean-up time for your rental (**example:** 30 minutes for set-up and 60 minutes for clean-up). If you wish to rent the room or facility past 11:00 PM (**Terminate at 12:00 AM/Midnight**) special approval must be obtained from the Director of Parks & Recreation, plus an additional fee of \$15.00 per hour (labor) will be added to the rental fee. (Initials ____).

Some rooms have a normal set-up of tables and chairs, if you choose a different set-up or need additional tables and chairs a set-up fee is required and must be paid at the time of submission of the agreement. A set-up layout must be submitted one week prior to the event. **TCCC has a limited number of tables and chairs for large events; you may need to rent items from an outside vendor at your expense.** (Initials ____).

Normal Room Set-Up:

Wye Oak Room – Classroom Style, 10 rectangle tables and 40 chairs

Chesapeake Room – Party Style, 6 round tables and 36 chairs

Skipjack Room- Party Style; 5 rectangle tables and 32 chairs

Tuckahoe Room – Party Style; 5 rectangle tables and 24 chairs

Curling Rink and Main Rink – Used for large events, no normal set-up, limited number of tables and chairs available

When decorating for your event, you must only use blue painters tape to adhere decorations on all surfaces. All decorations must be removed at the end of your event. Trashcans will be provided. (Initials ____).

If you choose to cater your event, you may use the caterer of your choice; however we must have a current copy of the caterer's business license, health certificate and insurance one week prior to your event. (Initials ____).

Talbot County Sign Code: One (1) 36 square feet sign, or two (2) 32 square feet unattached signs, professionally made, are permitted on TCCC property if space is available. Signs may be erected two (2) weeks prior to scheduled event and must be removed within 48 hours of the conclusion of the event. It is illegal to place a sign of any description in a Talbot County median or right-of-way. Talbot County and/or Department of Parks & Recreation reserve the right to remove any illegally placed sign at a cost \$125.00 per sign. (Initials ____).

Violations of these regulations may result in exclusion from future room rental at the TCCC. (Initials ____).

I have read and agree to these rules and regulations in this agreement.

SIGNATURE: _____ **NAME (print):** _____

DATE: _____

Room Rental Price(s) and Size(s):

Wye Oak – Hourly Rate \$50.00 – Classroom Capacity 64, Theatre (chairs only) 80, Room size: 26W-48L-8H, Set-Up Fee \$25.00

Chesapeake – Hourly Rate \$50.00 – Classroom Capacity 48, Theatre (chairs only) 72, Party 64, Room size: 32W-50L-8H, Set-Up Fee \$25.00

Skipjack – Hourly Rate \$36.00 – Classroom Capacity 36, Theatre (chairs only) 50, Party 36, Room size: 24W-32L-8H, Set-Up Fee \$20.00

Tuckahoe – Hourly Rate \$36.00 – Classroom Capacity 24, Theatre (chairs only) 36, Party 24, Room size: 22W-26L-8H, Set-Up Fee \$20.00

Curling Rink – Hourly Rate \$86.00 – Classroom Capacity 200, Theatre (chairs only) 300, Party 250, Room size: 44W-148L-7 1/2H, Set-Up Fee \$100.00

Main Rink with Ice – Hourly Rate \$275.00 check with TCCC for availability, Maximum 300 skaters

Main Rink Without Ice – Hourly Rate \$190.00, Rink size 85W-200L-30H, Set-Up Fee \$500.00

TCCC – Daily Rate \$3000.00, Set-Up Fee \$750.00

Community Center Skating Birthday Parties:

Notice: Skating parties are held only during public skating hours. **NO** parties are available during Friday Night Public Skate and **NO** parties will be held in lounge area. (Rooms available for party rental; Skipjack, Tuckahoe, and Old Pro Shop) Socks are required for all skating activities.

Roller Skating Party: 1 – 10 people, \$125.00 or 11 - 20 people, \$225.00. Set-up and Clean-up is included in your (2) hour rental time.

Ice Skating Party: 1 – 10 people, \$175.00 or 11 - 20 people, \$275.00. Set-up and Clean-up is included in your (2) hour rental time.

Party of 1 to 10: will include (2) pizzas and (10) drinks along with plates, napkins and utensils.

Party of 11 to 20: will include (3) pizzas and (20) drinks along with plates, napkins and utensils. You may order additional pizza for \$10.00 per pizza and \$1.00 per drink.

No outside food will be aloud except for snacks and cake.

The food for your party will be brought to your room 30 minutes after the start of public skate.

Food & Drink Order:

Cheese _____ Pepperoni _____

Coke _____ Diet Coke _____ Sprite _____ Water _____